

Enrolment Form

QUALIFICATION CODE	N/A	COURSE NAME	Try a Trade		
OFFICE USE ONLY - Training Commencement Date	29 / 08 / 22	<input type="checkbox"/> ID Sighted	Funding Type:	Free	
		<input type="checkbox"/> Accelerate ID:			

PERSONAL DETAILS

Title Mr Mrs Ms Miss Other

Family Name

First Name

Middle Name I do not have a middle name (please tick)

Previous Name/s I do not have a previous name (please tick)

Date of Birth / / Gender Male Female Other

Are you a concession card holder? Yes No *If yes, which concession*

CONTACT DETAILS

Home Phone Work Phone Mobile Phone

Email

Alternative Email

Home Address *Building/property name*
Flat/Unit details
Street Number *Street Name*
 Suburb State Postcode
 Country

Postal Address *Building/property name*
Flat/Unit details
Street Number *Street Name*
 Suburb State Postcode
 Country

CULTURAL DIVERSITY & CITIZENSHIP

Are you of Aboriginal or Torres Strait Islander origin? (Tick all that apply)

Aboriginal Torres Strait Islander None of these

Where you born in Australia? Yes No *If no, in which country were you born?*

City of Birth

What is your citizenship status? Please select one of the below

Australian Citizen Temporary Resident Visa New Zealand Citizen Australia Permanent Resident

Student Visa Visitor's Visa Other

EMPLOYMENT

What is your current employment status? Please select one of the below

Full time employee Part time employee Self employed – not employing others

Self-employed – employing others Employed – unpaid worker in a family business Unemployed – seeking full-time work

Unemployed–seeking part-time work Not employed – not seeking employment



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LANGUAGE

Do you speak a language other than English at home?

No Yes

If yes, please specify

SCHOOLING

Are you currently attending school?

Yes No

If yes, you are currently in year

at (school full name)

Hillcrest College

If no, what is your highest completed school level?

If no, what year did you leave school?

What is your LUI (Learning Unique Identifier)?

DISABILITY

Do you consider yourself having a disability, impairment or long term condition?

Yes (Tick all that apply) No

Hearing/Deaf Learning Visual Impairment Physical Mental Illness Medical Condition
 Intellectual Acquired Brain Impairment Other

PREVIOUS QUALIFICATIONS ACHIEVED

Have you successfully completed any of the following qualifications? Yes No

Bachelor degree or higher degree Advanced diploma or associate diploma Diploma or associate diploma
 Certificate IV (or advanced certificate/technician) Certificate III (or trade certificate) Certificate II
 Certificate I Other education (including certificates or overseas qualifications not listed above)

STUDY REASON

What is your main reason for enrolling in this program?

To get a job To start my own business To get a better job or promotion
 I wanted extra skills for my job For personal interest or self-development To develop my existing business
 To try for a different career It was a requirement of my job To get into another course of study
 To get skills for community/voluntary work Other

UNIQUE STUDENT IDENTIFIER (USI) /PROOF OF IDENTIFICATION

From 1 January 2015, PPS College / Gold Coast Trades College are unable to issue you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/>. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

Enter your Unique Student Identifier (USI) (if you already have one)

EMERGENCY CONTACT

Contact Name

Contact Phone Number

Relationship

PERMISSION TO PUBLISH YOUR WORK OR IMAGES (Please refer to the Student Handbook for more information on what may be done with videos and images.)

Do you give permission for video or photographic images of you/your work to be taken and published?

Yes No

HOW DID YOU HEAR ABOUT US?

PPS Staff PPS Website Friend Family School Career Expo Job Agency Apprenticeship Centre Print/Advert
 Facebook Instagram Google+ LinkedIn
 Cold Call Other



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Enrolment Agreement Form V3.0

2019

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Please rate yourself on a scale of 1-5 in the following areas (1 is low and 5 is high)

	Low	→			High
My ability to organise my time and resources	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
My ability to read English	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
My ability to write English	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
My ability to speak English	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
My numeracy/mathematics skills	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5
Do you need assistance because of language, literacy or numeracy issues?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please describe:	<input type="text"/>				

PLEASE READ CAREFULLY AND SIGN THE PRIVACY STATEMENT AND STUDENT DECLARATION

Privacy Notice

Why we collect your personal information

As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us.

How we use your personal information

We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information

We are required by law (under the National Vocational Education and Training Regulator Act 2011 (Cth) (NVETR Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). The NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector.

We are also authorised by law (under the NVETR Act) to disclose your personal information to the relevant state or territory training authority.

How the NCVER and other bodies handle your personal information

The NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the Privacy Act 1988 (Cth) (Privacy Act) and the NVETR Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), Commonwealth authorities, State and Territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

DESE is authorised by law, including the Privacy Act and the NVETR Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the DESE will handle your personal information, please refer to the DESE VET Privacy Notice at <https://www.dese.gov.au/national-vet-data/vet-privacy-notice>.

Surveys

You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

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Contact Information

At any time, you may contact Gold Coast Trades College to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Student Declaration and Consent

- I declare that the information I have provided to the best of my knowledge is true and correct.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- I have received a copy of the PPS/GCTC Student Handbook. I acknowledge it is my responsibility to read, understand and follow the terms and conditions it sets out. I understand this does not cancel my rights as applicable according to state and/or federal law.
- By signing this document, I give permission for PPS/GCTC to access my Unique Student Identifier for the purpose of my training and if I do not have a USI, I authorise PPS/GCTC to apply, pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf

STUDENT SIGNATURE [or electronic acknowledgement] [DATE]

PARENT/GUARDIAN SIGNATURE [or electronic acknowledgment] * [DATE]

**Parental/guardian consent is required for all students under the age of 18.*

Transport Permission

I hereby give permission for (insert name of student) _____ who attends (school) _____ to travel by private transport (College Bus or Vehicle) and participate in Gold Coast Trades College activities as part of the VET in Schools (qualification), _____ Program.

I understand that in order to provide transport, the driver must be the holder of a current driver's licence and that vehicles must be registered and covered by compulsory Third Party Insurance. If the driver is not a parent or teacher from the school, they also require a Blue Card.

Parent name

Parent signature

___/___/___
Date

Privacy Statement

The College is collecting information about you and your child in order to assess the transportation of your child. Your information will only be accessed by college staff. Your information may be given to drivers who will be transporting children with their vehicle. Your information will not be given to any other person or agency unless we have your consent, or we are required or authorised by law to do so.

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